



Directorate of Resource Management

The 25TH ID (L)

Government Travel Card Program

APC Training

14 January 2005



Agenda

- Introduction
- DFAS GTC overview
- 25th ID Program Status & Overview
- Duties & Responsibilities
- 25th ID MOI review
 - Critical areas
 - Attachments
 - EAGLS Website Overview
- 25th ID Management Control Program
- Defense Travel System
- Questions



Introductions

Key G8 GTC personnel:

Mr. Herbert A. Morikawa

Assistance Chief of Staff G8 (Comptroller)

Theresa Murray

Chief, Manpower & Management Division G8

Matt Steger

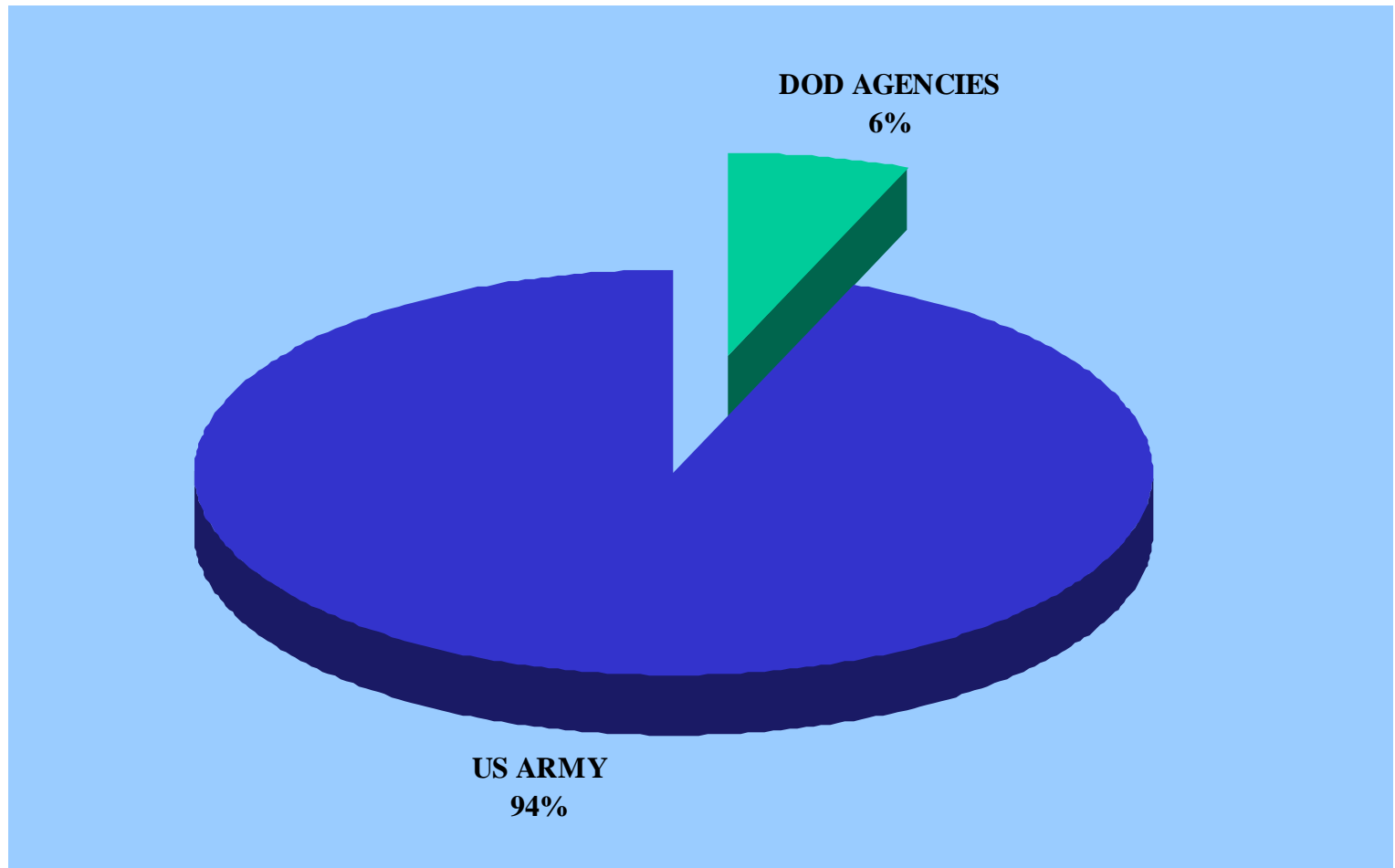
GTC Program Manager, G8

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DFAS Overview



DFAS Indianapolis Customer base





DFAS most common payment blockers

- No Claimant's Signature or Date
- No Supervisory/Reviewer's Signature
- No Orders Attached
- Duplicate Claim
- No Further Entitlements Payable



DFAS tracking

- Receipt Notification and Payment Information Sent via E-mail to Customer
 - Army Knowledge On-Line
 - Smartdoc

- Advice of Payment On-Line
 - **Go to MYPAY online**



DFAS Advance TDY Request Requirements

- Must Be Authorized In the Orders
- Approving Official Signed Memorandum
- See TDY Travel Advance Doc.
- Complete Advance TDY Checklist
- Fax Advance TDY Checklist and Orders
to Servicing Travel Office



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Program Goals



Department of the Army Program Goals

- DA goals for the GTC Program:
 - 3 % total delinquent Accounts.
 - 4 % total dollars delinquent.

- 25th ID (L) goals.
 - 0% delinquencies.
 - 0% dollars delinquent.



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GTC Roles and Responsibilities



GTC Roles & Responsibilities

Program Manager:

- Manage, maintain and administer the 25th ID program overall.
- Train and assist APC's.
- Monthly analysis of reports.
- Distribute guidance to APC's.
- Submit monthly reports to USARPAC.



GTC Roles & Responsibilities

GTC APC:

- Maintain current CH's & documentation for unit.
- Train CH's (annual training).
 - Card uses, limits.
 - Authorized & unauthorized use.
 - Split disbursement requirement.
 - Lost or stolen card procedures.
- Process CH applications for frequent travelers.



GTC Roles & Responsibilities

APC Cont:

- Manage hierarchy level (HL).
 - Bring cards into and out of HL.
 - Deactivate cards of soldiers exiting service.
 - Notify gaining APC to pick-up soldier.
- Reports.
 - Delinquency (after 11th of each month).
 - Monthly audit of transactions.
- Secure/Protect sensitive CH information.



GTC Roles & Responsibilities

APC Cont:

- Review purchases by CH:
 - Local purchases on Oahu.
 - Bars / Nightclubs / Lounges.
 - Airline tickets.
 - Spa's / Resorts.
- APC is critical to protect from fraud, waste & abuse.
- Report all instances to CH's commander.
- Train new APC's before you leave!



GTC Roles & Responsibilities

Cardholder:

- Notify APC when in/out processing.
- Ensure TDY orders indicate if SM is GTC CH or not.
- Request activation prior to TDY.
- Submit DD 1351-2 NLT 5 days after return and Interim vouchers if necessary.
- Check “Split Disbursement” on DD 1351-2.



GTC Roles & Responsibilities

Cardholder cont:

- Use Traveler's Checklist (see MOI) to ensure document is filled out correctly.
- Verify DFAS has received DD 1351-2 and payment was made to BoA and entire amount was paid off.
- Protect card, report to BoA if lost or stolen.
- Review charges and dispute any unwarranted charges.



GTC Roles & Responsibilities

Cardholder cont:

- CH is responsible for payment, not DFAS.
- CH must follow-up and relay any difficulties to APC & Supervisor.
- CH is responsible to ensure entire account is paid off in timely manner.



GTC Roles & Responsibilities

Commanders:

- Ensure unit has assigned and trained APC.
- Review DD 1351-2's for accuracy.
- Review delinquency reports at 30 days to work on limiting “reportable” delinquencies.



GTC Roles & Responsibilities

Commanders cont:

- Take administrative or disciplinary action as necessary for delinquent cardholders.
- Take appropriate action when fraud, waste or abuse is reported by APC.



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Government Travel Card Program Memorandum of Instruction Review



25th ID GTC MOI

- Updated 17 Dec 2004.
- Basic document for GTC program operations.
- MOI follows Commanders intent for the GTC.
- 25th ID GTC program has significant additional safeguards.
- Ultimately we want to lower our risk by narrowing use of the GTC to frequent travelers only.



MOI Critical Areas

- Para 3.a.1: Exempt persons.
 - Infrequent Travelers.
“one who travels three times or less per year”.
 - Travel on Invitational Travel Orders.
 - Personnel refused GTC for financial irresponsibility.
 - Persons traveling to areas where no infrastructure supports card use.
 - Use of GTC would endanger CH or mission.



MOI Critical Areas

- Para 3.b.1-7: Travel Advance Procedures.
 - Submit TDY Advance Request up to 30 days prior. DFAS electronic payment 10 days prior to departure.
 - Submission requirements:
 - Completed & Signed Advance Request Document.
 - Copy of TDY orders with:
 - “Travel Advance is authorized. Member does not have government credit card.”
 - Completed SF1199A (direct deposit form) or cancelled personal check.



MOI Critical Areas

- Para 5.c.1-16:
 - Agency Program Coordinators.
 - Responsibilities.
 - Direction.
 - Program information unique to APC.
- Para 5.11.
 - Cardholder Responsibilities.
 - Pay full amount monthly.
 - Split disbursement mandatory.



MOI Attachments

- BoA Application for GTC.
- Statement of Understanding.
- Travel Voucher DD 1351-2.
- MCP Checklist.
- Reviewer Checklist for 1351-2.
- Request Travel Advance Document.
- SF1199A.
- Traveler checklist for 1351-2.
- Delinquency Reporting document.



EAGLS Website

- Sign on
- Program Management
 - Account maintenance
- Documentation
- Forms
- Delinquency Reports



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25th ID (L) Management Control Program



25th ID(L) Management Control Program

➤ What is it?

- Management Controls protect our countries limited resources from fraud waste and abuse.
- The Management Control program is designed to validate and test established **formal** processes and protections put in place by commanders to ensure compliance with DOD/DA financial polices and regulations.



25th ID(L) Management Control Program

- GTC Program will be evaluated each year.
- Commanders are required to show validation of safe guards and program compliance to command directed guidance and regulations.
- An Audit Team will review and evaluate documentation and processes. Team reports up the chain on findings.



25th ID(L) Management Control Program

- APC's answer to Commander for program status.
- Documentation and policies should reflect current MOI and Program Manager guidance.
- Requirement to fill out MCP Checklist yearly NLT 31 December (para 5.c.10).
 - Quarterly?



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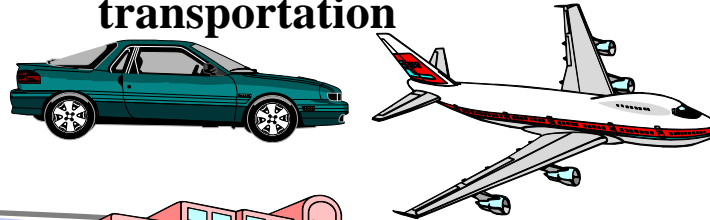
Defense Travel System

DTS Travel Authorization

Traveler/Admin inputs
travel order in PC



Interface with CTO
for lodging, rentals
transportation



Authorizing
Official approves
electronically



ATM advance
as required

TDY



Traveler receives
completed order;
prints as needed

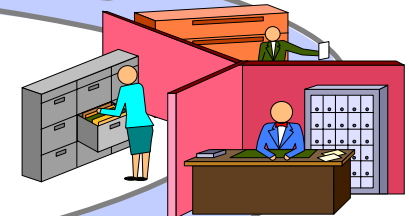


DTS Voucher Process

Traveler enters
SSN, finishes
voucher



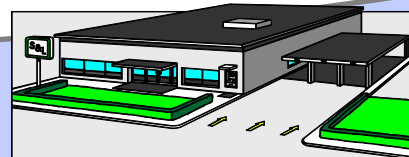
Management
Reviews, approves,
& certifies



Electronically
sent to disbursing
for processing



Funds sent EFT to
bank/credit union and “split”
pays to charge card vendor





Benefits Realized

Traveler

- Travelers paid in 2-3 days
- Rapidly create authorizations and vouchers
- Personalized on-line reservations & itinerary changes for airline, lodging, and rental cars
- Easy to understand, simplified TDY regulations
- Easy system access and up front policy compliance
- Detailed pre-travel entitlement computations



Benefits Realized

Commanders, Authorizing Officials, Administrators

- Improved mission support
- Decentralizing travel approval with electronic routing
- Easy system access and up front policy compliance
- Easy to understand, simplified TDY regulations
- On-line reservations & itinerary changes for airline, lodging, and rental cars
- Workload reduction cost savings
 - 2001 economic analysis – indirect savings \$302M/year



Benefits Realized

Component Services/DoD Agencies

- Cost savings
 - 2001 economic analysis – direct savings \$66M/year
 - Currently \$25-\$30 to process vouchers manually – DTS rate is about \$2.50
- Improved mission support
- High user demand from services and agencies



Implementation Schedule

CURRENT STATUS

- **Organizations part of initial DTS implementation in Jan 04 were HHC, MP Bde, 45th CSG, G2, G3, G4 and G8**
- **Actual usage has been very minimal**
- **May require some modifications/revisions to update organizational data in DTS**



Implementation Schedule

PROPOSED ACTIONS

- **Implement DTS to Primary Staff by Jul 05**
- **Identify and appoint Primary and Alternate Organizational DTA from Admin**
- **Utilize standard routing for authorizations and vouchers**



Take a ways & Do outs

- Review all accounts within your Hierarchy.
 - How many individual Cardholders?
 - How many expired/closed accounts?
 - Soldier PCS or ETS?
- Review of purchases.
 - Pull down report and review monthly.



Helpful Websites

➤ Official US Army GTC Website:

▪ <http://www.asafm.army.mil/fo/fod/tc/tc.asp>

➤ 25th ID G8 Website:

▪ http://www.25idl.army.mil/Special_Staff/G8/g8MMDdefault.htm

➤ Bank of America Homepage

• <http://www.bankofamerica.com>

➤ Defense Travel System Homepage

• <Http://www.defensetravel.osd.mil>